

INTEROFFICE CORRESPONDENCE

DATE: November 23, 1993

TO: Distribution

FROM: M. J. Kowalewski, Environmental Quality Support, Bldg. 080, X6901



SUBJECT: PROPOSED REVISED FY94 SURVEILLANCE/INSPECTION SCHEDULE -
MJK-019-93

Attached is the proposed revised Surveillance/Inspection Schedule for FY94 (Attachment 1). This schedule represents anticipated start and completion dates. Actual start/completion dates will be recorded as the information becomes available. All efforts will be made to accomplish these tasks within the scheduled time frame, however, these dates can be affected by such things as schedule slippages in the Operatable Units (OUs) and unanticipated management requirements outside the workpackage deliverables.

Please review the attached (Attachment 2) scopes for each surveillance and provide feedback relevant to your scheduled work and focus, by November 30, 1993.

If you have any questions or comments, please contact me.

dms

Attachments:
As Stated

Distribution:

G. A. Anderson
W. S. Busby

P. J. Laurin
E. C. Mast
M. F. McHugh
T. P. O'Rourke
R. T. Ogg
B. D. Peterman
A. L. Primrose
D. L. Schubbe
D. D. Stagg

cc:

K. Bentzen
S. D. Chestnut
C. A. Heideman
M. A. Paliani
T. M. Prochazka
ERM Records Center (2)

ADMIN RECCRD

FY 94 SURVEILLANCE/INSPECTION SCHEDULES

INSPECTION ACTIVITY	SSD	ASD	SCD	ACD	% Complete
RFEDS Data Entry QC Process	10/20/93	10/20/93	10/27/93	10/27/93	100
Soil Scrapes OU-14	TBD	TBD	10/28/93		
Document Transmittal Notices	10/27/93	10/27/93	11/02/93	11/03/93	100
Sample Container Certs*	11/03/93	11/03/93	11/08/93	11/08/93	100
Horz Drilling in 207C	TBD		TBD		
Datacap of OU-1 Testing	11/16/93		11/19/93		
RFEDS Field Data Transfer	11/17/93	11/17/93	11/24/93	11/18/93	100
Work Plan for Site 2 Equip Setup 903 Trench***	11/22/93		11/29/93		
Review of C of C's Sample Manage 207C**	TBD		TBD		
Use of Contrid proced OU-5	12/03/93		12/08/94		
Pipeline Testing OU-9 Training	12/06/93		12/09/93		
Sampling of Paved Areas OU-10	12/10/93		12/16/93		
RFEDS Lab Certification	12/15/93		12/22/93		
Field Sample Collection OU-7 Phase 1	01/03/94		01/06/94		
Work Plan compliance R/I OU-6	01/07/94		01/12/94		
Comp to Samp Plans (any OU)	01/10/94		01/15/94		
RFEDS Discrepancy Reports	01/13/94		01/20/94		
OU-16 Decon Sampling	01/24/94		01/27/94		
Pond Consolidation OU-4 Pre-con	02/01/94		02/07/94		
Buffer Zone Training of Subs	02/04/94		02/11/94		
Rad Screening of Samples	02/08/94		02/12/94		
RFEDS Field Data Transfer**	02/15/94		02/22/94		
Testing and Ops of 891 sys OU-1	02/23/94		03/01/94		
OU-11 Spray Field Proc Compliance	02/25/94		03/03/94		
OU-4 Waste Mgmt. Permitting and Proc Comp.	03/04/94		03/10/94		
OU-2 Control of SOP's in H ₂ O Sampling*	03/11/94		03/17/94		
RFEDS Data Entry QC/QA	03/10/94		03/17/94		
Training & Qual IHSS 176 Borehole OU-10	03/18/94		03/24/94		
OU-12 Training	03/28/94		04/01/94		
OU-11 Sampling	04/04/94		04/07/94		
OU-4 ITS Control of Process 910-Evap*	04/06/94		04/12/94		

FY 94 SURVEILLANCE/INSPECTION SCHEDULES

INSPECTION ACTIVITY	SSD	ASD	SCD	ACD	% Complete
RFEDS Document Control	04/11/94				
Clean Certs for Sample Containers*	04/13/94		04/18/94		
Control of Work Plans OU-10***	04/20/94		04/18/94		
Well Monitoring All OU's	04/24/94		04/24/94		
Proc Devl for Weed Contrl pgm OU-3	05/02/94		04/29/94		
Decon Sampling	05/04/94		05/05/94		
Decon Waste Handling	05/08/94		05/10/94		
Proced Comp IHSS 116.1 OU-12	05/16/94		05/12/94		
903 Trch Sampl Proc Compliance OU-2	05/26/94		05/19/94		
IHSS 163 Proc Compliance OU-8	06/01/94		05/31/94		
OU-12 GW Sampling Field Collection*	06/02/94		06/06/94		
SW Sampling OU-2*	06/08/94		06/07/94		
RFEDS Field Input**	06/13/94		06/12/94		
IHSS 135 Borehole Sub Training	06/20/94		06/20/94		
Proc Comp Clean Clair OU-4 Pre-con	06/27/94		06/23/94		
Grey Drum Storage Requirements	07/01/94		06/30/94		
IHSS 123.1 Borehole Sampling OU-8*	07/05/94		07/06/94		
RFEDS Lab Certification	07/11/94		07/08/94		
Trmnt Study Doc Control OU-4	07/25/94		07/18/94		
Use of Field Logs*	08/02/94		07/28/94		
IHSS 133 Borehole Proc Comp	08/08/94		08/06/94		
Cont Soil Removal Proc Comp OU-4	08/09/94		08/11/94		
RFEDS Software Control	08/15/94		08/12/94		
Decon Proc Compliance	08/26/94		08/22/94		
IHSS 184 Sampling Collection OU-8*	08/29/94		08/31/94		
Demolish Pond A Permitting OU-4	09/02/94		09/01/94		
Demolish Clair Waste Pkging OU-4	09/05/94		09/07/94		
RFEDS QA/QC Procedures*	09/19/94		09/08/94		
Storage of Haz Waste	09/23/94		09/36/94		
			09/27/94		

10 INSPECTIONS HAVE BEEN RESERVED TO COVER SHORT NOTICE MANAGEMENT NEEDS - SPECIFIC SCHEDULE WILL REFLECTED WHEN INSPECTIONS ARE PERFORMED.

FY 94 REVISED SURVEILLANCE/INSPECTION SCHEDULES

SURVEILLANCE ACTIVITY	SSD	ASD	SCD	ACD	% Complete
ERM Document Control	10/07/93	10/08/93	10/19/93	10/24/93	100%
Grey Drum Storage and Reuse	11/05/93	11/08/93	11/15/93	Postponed	
Field Note Book Compliance*	11/19/93		11/29/93		
Rad Training of Subcontractors	11/29/93		12/13/93		
Use of Field Data Forms*	12/10/93		12/22/93		
Surveys of Data Points*	01/05/94		01/14/94		
Data Match from Subs to RFEDS**	01/17/94		01/27/94		
Blank Samples and QC Samples*	02/03/94		02/15/94		
Subcontractor Training	03/04/94		03/16/94		
OU Manager Training	03/21/94		03/31/94		
Packaging of Hazardous Waste	04/04/94		04/13/94		
Contrl and use of Tech Memos*	04/20/94		04/29/94		
IDM Labeling	05/11/94		05/20/94		
Rad Screening of Samples*	06/06/94		06/15/94		
ERM Records Management	07/06/94		07/18/94		
Sample ID vs. Location**	08/01/94		08/11/94		
Corrective Action Follow-up	08/16/94		08/26/94		
Instructions, Procedures & Drawings	08/23/94		09/06/94		

2 SURVEILLANCES HAVE BEEN RESERVED TO COVER SHORT NOTICE MANAGEMENT NEEDS - SPECIFIC SCHEDULE WILL BE CHANGED TO REFLECT THESE SURVEILLANCES

SSD = Scheduled Start Date ASD = Actual Start Date SCD = Scheduled Completion Date ACD = Actual Completion Date

- * Quality Control activities will be inspected a part of the OU-5 Corrective Action Plan.
- * Traceability activities will be inspected as part of OU-5 Corrective Action Plan.
- * Readiness Review will be requested as part of OU-5 Corrective Action Plan.

FY94 SURVEILLANCE SCHEDULE

SUBJECTS:

- **FIELD NOTEBOOK COMPLIANCE:**
Start Date: 11/19/93 Duration: 10 days

PROPOSED SCOPE:

The surveillance will verify that field notebooks are labeled, controlled, utilized, and stored in compliance with the Quality Assurance Project Plan (QAPjP), the Quality Assurance Program Description (QAPD), Work Plans, and procedural requirements.

OU - All

- **RAD TRAINING OF SUBCONTRACTORS:**
Start Date: 11/29/93 Duration: 10 days

PROPOSED SCOPE:

Environmental Quality Support (EQS) will conduct this surveillance over the Performance Based Training (PBT) record for every Subcontractor at Rocky Flats Plant (RFP) to determine compliance to the training requirements of the QAPjP. The surveillance activity will include verification of the qualification date, expiration date, and the current status of qualified RAD workers. This surveillance was upgraded from a field inspection because this is the first Quality Assurance (QA) oversight activity for Environmental Restoration Management (ERM) wide training.

OU - All

- **USE OF FIELD DATA FORMS:**
Start Date: 12/10/93 Duration: 12 days

PROPOSED SCOPE:

The surveillance will verify that field data forms are filled out correctly, reflect correct field information, are stored as quality records, and are submitted to EG&G Rocky Flats, Inc. by the subcontractor in accordance with the governing requirements.

OU-7, OU-11

- **SURVEY DATA POINTS:**
Start Date: 01/05/94 Duration: 9 days

PROPOSED SCOPE:

The surveillance will verify that borehole locations and depths correspond to Survey data points, that the data points conform to the governing procedure, and that data is forwarded to (Rocky Flats Environmental Data System) RFEDS.

OU-5, OU-7, OU-14

FY94 SURVEILLANCE SCHEDULE (Continued)

- **DATACAP FROM SUBS TO RFEDS:**

Start Date: 01/17/94 Duration: 10 days

PROPOSED SCOPE:

The surveillance will verify that data is captured, stored, and forwarded in accordance with the governing procedures.

OU - All

- **BLANK SAMPLES AND QC SAMPLES:**

Start Date: 02/03/94 Duration: 12 days

PROPOSED SCOPE:

The surveillance will verify that blank/QC samples are taken, identified, and submitted as required by governing procedures for all sampling activities.

OU - Ground Water, Surface Water, Soils

- **SUBCONTRACTOR TRAINING:**

Start Date: 03/04/94 Duration: 15 days

PROPOSED SCOPE:

This sampling is tied to field activities for OU-4 Pond Closure Action, OU-2 Site 1/Site 2 Pilot Studies, OUs 8, 9, & 10 Borehole Studies. The sampling intends to look at different Subcontractors, their training activity and compliance requirements.

- **OU MANAGER TRAINING:**

Start Date: 03/21/94 Duration: 10 days

PROPOSED SCOPE:

This surveillance will be limited to the job function training needed for ERM Project Managers. The activity will rely on the functional area requirements, job task analysis, and the level of compliance/completion for those activities.

- **PACKING HAZARDOUS WASTE:**

Start Date: 04/04/94 Duration: 12 days

PROPOSED SCOPE:

This Surveillance is a site wide review of the Resource Conservation and Recovery Act (RCRA) compliance for ERM loaded drums. Areas of concern are proper characterization, to WSRIC, and procedural compliance to Rocky Flats Plant (RFP) Hazardous waste management.

FY94 SURVEILLANCE SCHEDULE (Continued)

- **RAD SCREENING OF SAMPLES:**

Start Date: 06/06/94 Duration: 9 days

PROPOSED SCOPE:

The surveillance will verify that samples are screened for radioactivity prior to shipment to a lab for analysis. This will include all media.

OU - Plantwide

- **ERM RECORDS MANAGEMENT:**

Start Date: 07/06/94 Duration: 12 days

PROPOSED SCOPE:

The surveillance will verify that records are managed, stored, indexed, identified, and collected in accordance with the governing requirements (procedures, QA Documents, etc.).

OU - Non-Specific

- **SAMPLE ID VS. BOREHOLE LOCATION:**

Start Date: 08/01/94 Duration: 10 days

PROPOSED SCOPE:

The surveillance will verify that samples correspond correctly with borehole locations (topographical), depth, and drum number.

OU - Non-Specific

- **CORRECTIVE ACTION FOLLOW-UP:**

Start Date: 08/16/94 Duration: 10 days

PROPOSED SCOPE:

The surveillance will verify that issues/deficiencies are identified in Corrective Action Requests (CARs), Deficiency Reports (DRs), Occurrence Reports, and Plant Tracking Action System (PATs) and are followed-up so that those issues/deficiencies are resolved/closed in a timely manner consistent with the priority of the activity being performed.

OU - Non-Specific

- **INSTRUCTIONS, PROCEDURES, AND DRAWINGS:**

Start Date: 08/23/94 Duration: 14 days

PROPOSED SCOPE:

The surveillance will verify that instructions/procedures are prepared, reviewed, approved, and controlled for activities affecting quality. In addition, it will verify that drawings are reviewed, revised, and controlled to assure correctness and reflect actual field locations.

OU - Non-Specific

FY94 SURVEILLANCE SCHEDULE (Continued)

- **CONTROL & USE OF TECH. MEMOS:**
Start Date: 04/20/94 Duration: 15 days

PROPOSED SCOPE:

This is a limited review of ERM administrative procedures and their control of planning and change control measures specifically dealing with technical memos.

- **INTERIM DRUM MANAGEMENT LABELING:**
Start Date: 05/11/94 Duration: 10 days

PROPOSED SCOPE:

This surveillance will focus on the ERM site identification of environmental media. The surveillance will sample various drum labels and compare current contents identification to the actual analysis available for those drums.



EG&G ROCKY FLATS
ENVIRONMENTAL
RESTORATION
MANAGEMENT

Surveillance Notice and Checklist

No.: EQS-EOM-93-11

Page 1 of 1

Type: MGMT

Approved: [Signature]

Approval Date: 11/22/93

SUBJECT: RAD WORKER TRAINING FOR ERM SUBCONTRACTORS

SCOPE:

EQS will conduct this surveillance over the Performance Based Training record for Every subcontractor at RFP to determine compliance to the training requirements of the QAPjP. The surveillance activity will include verification of the qualification date, expiration date, and the current status of qualified RAD workers. This surveillance was upgraded from a field inspection because this is the first quality assurance oversight activity for ERM wide training.

DOCUMENTS TO BE OBSERVED: See Checklist items.

SCHEDULED START: November 29, 1993

SCHEDULED COMPLETION: December 10, 1993

SURVEILLANCE TEAM:

Mic Prochazka, Internal Assessment, Lead

Charlotte Heideman, Internal Assessment

CHECKLIST

Quality Requirements:: Check the QA requirements included in the scope of this surveillance.

External	Part/Section #	Internal	Part/Section
<u>X</u> DOE 5700.6C Quality Assurance	<u>1</u> Training	<u>X</u> ERM QAPjP	<u>2.0</u>
<u>X</u> DOE 5480.11	<u>Rad worker</u>	<u>X</u> HSP	<u>5.01</u>

Management Systems Surveillance Use Part 1. Management Systems include the QA Program, Organization, Training and Qualification, Quality Improvement, (Corrective actions), and Documents & Records.

Operations Surveillance Use Part 2. There are no Operations Activities to be observed in this surveillance.

All Items marked will be verified

PART 1 MANAGEMENT SYSTEMS

X Personnel Qualification

X Education

X OJT

Describe Training Requirements and compliance needed for this activity

X Records Management

X TSR Records Status

Describe the record management system and compliance.

Does the Plant Training Record Database provide a record for each subcontractor employee identified in subcontracts for FY 94? Does compliance satisfy HSP 5.01?

 QA records identified.

Verify the following documentation as quality records.

NOTES: _____

Surveillance Contact has seen the surveillance checklist when completed. Responsible manager or designee please sign:

RESPONSIBLE MANAGER

Surveillance leader review and concur with completed checklist:

DATE

SURVEILLANCE LEAD

DATE

COMPLETION DATE: _____

19